

**Town of Chester  
Board of Selectmen Meeting  
Thursday, June 16<sup>th</sup>, 2016  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

Call the Meeting to Order  
Roll Call  
Pledge of Allegiance  
Chairman’s Additions or Deletions  
Public Comment  
Approval of Minutes  
William Hinmin – 457 Plan  
New Security Systems for the Fire Department and the Police Department  
Safety Inspection  
Removal of Letters from Town Vehicle  
Chief Bolduc  
Tony Amato Maintenance Update  
John Colman – Ledge Survey at Great Hill Cemetery  
Compensation Program  
Molly Qualters – Employing Directly Through the Town of Chester  
Change of Employee Compensation Plans Discussion  
Roundtable  
Adjournment

*1.1 Call to Order*

Chairman Landau called this meeting of the Town of Chester Board of Selectmen to order at 7:04pm.

*1.2 Roll Call*

Selectmen present:

Cass Buckley  
Joseph Hagan  
Stephen Landau  
Dick Trask

Selectmen absent:

Jack Cannon

Members of the Public present, at various times:

Tony Amato, Maintenance Supervisor  
Aaron Berube, Police Chief  
Greg Bolduc, Fire Chief  
John Colman, Cemetery Trustee Chair  
Bob Goodman, Candidate for State Senate Seat District 23  
William Hinmin, Investment Advisor Rep. of Equity Services  
Elizabeth Lufkin, Field Rep. - NH Dept. of Safety, Homeland Security & Emergency Management  
Matt Rittenhouse, Tri-Town Times  
And others unknown to the Recording Secretary

54    1.3     *Pledge of Allegiance*

56    Chairman Landau led the attendees in the Pledge of Allegiance.

58    1.4     *Additions and Deletions*

60    Chairman Landau noted Mr. Colman was present for an added discussion on Great Hill Cemetery.

62    He added Maintenance Supervisor Mr. Amato for discussion on Town maintenance.

64    Chairman Landau noted the Fire Department and the Police Department were present to discuss new security systems.

66    Chairman Landau stated he and Vice-Chairman Trask visited the new Chinese school this day. He said  
68    they were introduced to the staff and the people responsible for the school, as well as the 28 sixth graders  
70    who have traveled about 7000 miles to attend this school. He noted they would be here for two months.  
72    Vice-Chairman Trask said there were 15 additional students who would be arriving in mid-July, 7<sup>th</sup> graders,  
74    to finish up the same term.

76    Chairman Landau referenced the past motion Vice-Chairman Trask had made to purchase a television  
78    approved by the Board. He indicated the purchased television on display in the meeting room. Chairman  
80    Landau said the television would be mounted on the wall in the meeting room. He noted the American  
82    flag would be moved to a new location within the room, and the Board is adding the NH State flag to  
84    display.

86    1.5     *Public Comment*

88    Bob Goodman of Exeter, NH came before the Board at 7:08pm. Mr. Goodman stated that he is a candidate  
90    running for the District 23 Senate seat. He gave a background of himself, noting that he was a conservative  
92    who has lived in New Hampshire for 41 years. Mr. Goodman said he has been active in Chester, knocking  
94    on doors, trying to get more known. He explained there is much work to do before the Primary on  
96    September 13, 2016. Mr. Goodman noted his campaign is holding a “family friendly” event on July 6,  
98    2016, at 6:30, at the Sandown Town Hall, inviting people from Chester, Danville and Sandown. He said  
100   they will have ice cream.

102   Mr. Goodman departed the meeting at 7:11pm.

104   As no other Members of the Public wished to be heard, Public Comment was closed at 7:11pm.

106   **II.     Old Business**

108   2.1     *Approval of Minutes*

110   This subject was not addressed tonight. There is a sheet in the Selectmen’s Office on which Selectmen  
112   can note their approval of past minutes.

114   **III.    New Business**

116   3.1     *William Hinmin – 457 Plan*

118   Vice-Chairman Trask introduced Mr. William Hinmin, explaining that he (Vice-Chairman Trask) had been  
120   tasked with looking at providers of 457 retirement plans. Vice-Chairman Trask said he and Finance Director  
122   Smith had looked at five different 457 plan providers and determined Mr. Hinmin’s group to have the best

plan.

Mr. Hinmin was present to address the Board at 7:13pm. Mr. Hinmin explained that a 457 plan is the government equivalent of a 401k (retirement savings plan sponsored by employers). He gave a history of 457 and 401k plans. Mr. Hinmin explained that the 457 plan is a more direct, simplified plan for the participant, but, not any less robust. Mr. Hinmin gave a history and background of himself, commenting that his family has lived in Northern New England since the 1680s.

Mr. Hinmin explained that the 457 plan costs \$300.00 to set up, has a \$150.00 annual fee to maintain, and charges \$3 per participant per month. He noted that this is a greatly subsidized rate, asserting that this rate is a twelfth of what an inexpensive 401k plan would cost for the same business the size of the town of Chester. Mr. Hinmin reasoned the 457 plan is offered at such a reduced rate is because National Life (the financial company offering this platform) is committed to “playing for the home team.”

He reviewed the highlights of the 457 plan: very inexpensive, very diverse, and offers both variable and fixed savings plans. Mr. Hinmin also noted the online portal for both the administrator and the employee is very fast and easy to use.

Vice-Chairman Trask explained the main reason he chose this 457 plan was because of the retirement investment options that are offered. He noted there is a fixed income option, a mutual fund option, a self – directed mutual fund option, and a managed account portfolio. Vice-Chairman Trask said there was no other plan with all four of these options for only \$150 a year.

Chairman Landau asked who was eligible for the plan. Mr. Hinmin explained that as long as the employee is paid by the Town of Chester, he or she is eligible. Any employee who works 1000 hours or more each year, and has worked for the Town of Chester for a year, must be offered the 457 plan. He informed the Board that they may make it a more open plan if they wish, or they may put restrictions on the plan. Chairman Landau discussed with Mr. Hinmin various employee positions, and whether or not they may invest in the 457 plan. Mr. Hinmin noted that there is an IRS limit on the amount that can be invested.

Mr. Amato asked what will happen to the investment in the event of an untimely death of the investor. Mr. Hinmin said the investor owns the investment account so it will be sent directly to the beneficiary of the deceased.

Chairman Landau asked how long it will take to set-up. Mr. Hinmin explained that there has to be a 60-day warning period, so he reasoned September 1, 2016 is when employees can start deferring into the program. Mr. Hinmin said prior to the employees investing in a plan, they have to be able to answer four questions: What you are doing. Why you are doing it. How it works. What it costs.

Further discussion regarding the 457 retirement plan was had with Mr. Hinmin, the Board and various members of the Public.

Mr. Hinmin, when asked by Chairman Landau how many employees are needed to have this plan, noted only one.

Vice-Chairman Trask advised that before they can move forward, the plan needs to be written and the Board needs to make decisions about the restrictions of the plan. He noted there are between 5 and 15 employees that may be interested in the retirement plan. Mr. Hinmin and Chairman Landau agreed that once the plan is in place, new hires will automatically join the plan.

Mr. Hinmin departed the meeting at 7:56pm.

### 3.2 *New Security Systems for the Fire Department and the Police Department*

Police Chief Berube, Fire Chief Bolduc and Liz Lufkin from the NH Homeland Security and Emergency Management came before the Board at 7:56pm to discuss a grant they are pursuing together that would allow both the Fire Department and the Police Department to purchase security systems. Fire Chief Bolduc explained that to work the grant out, both Departments need to combine efforts. He noted the total cost for the two security systems is \$34,000. Chief Bolduc said the grant is a 50/50 match. He requested permission to encumber funds of 50% of the needed money for the security systems, explaining that if they can encumber \$17,380, the Police Department can get the entire security system and the Fire Department can get a basic alarm system. Chief Bolduc added that if the grant then goes through, the Fire Department can get the full security system.

Chairman Landau asked if they can use any of the money that had been spent before now. Ms. Lufkin explained the money would have to fall within the grant performance period. She noted the reason the Fire Department is eligible for the grant is because this is where the EOC (emergency operations center) is located. Ms. Lufkin explained the Police Department can be lumped together with the Fire Department because the projects are similar. She said this would be called a Critical Infra-Structure Security project. Ms. Lufkin noted that then the money that would have been spent at the Police Department could be considered an “in kind” soft match going towards getting the grant.

Chief Berube detailed the break-down of the project with the grant. He explained the proposal he had presented last week at the BOS meeting to the Board was for a new camera system. He said the camera proposal was \$10,800 for a revamped camera system, new hard-drive, interrogation room and everything all redone with new high definition cameras. Chief Berube further explained that the Police Department is going forward with accreditation, and the department has to have a separate alarm system on the evidence room. Chief Berube noted he got a new security system quote of \$3960. He gave the total amount for all the security as \$14,760, saying this was the figure he had brought previously to the Board looking possibly for an encumbrance on it. Chief Berube continued explaining saying that if the \$14,760 can be encumbered along with the amount of money needed for a basic alarm system at the Fire Department, they can then get a 50 % match to do the complete security system at the Fire Department based on the grant from NH Homeland Security and Emergency Management.

Vice-Chairman Trask stated the reason for the new camera system in the Police Department is to cover the evidence room and where the guns are stored. He asked Chief Berube if this is what most other police departments have. Chief Berube answered that they are lacking in that area.

Vice-Chairman Trask pointed out that the Fire Department does not have a security system. He asked if this system would include key fobs. He was told yes.

The Board had much discussion about the CIP, what part of the project is or could be in the CIP, and whether a warrant article or the CIP would be the best way to encumber the money.

Selectman Buckley asked what the likelihood of getting the grant. Ms. Lufkin said the likelihood was strong. She said the entire project would have to go to Governor and Council because the entire project is over \$25,000, but, it is a rolling application period with no hard deadlines. Ms. Lufkin described the project as a good project because they are securing infra-structure. She noted similar projects recently have been funded.

Chairman Landau asked if there were any additional grants from the Federal government for which they could apply. Ms. Lufkin explained that this is called an Emergency Management Performance grant, the Police Department would not be eligible as a stand-alone project. She said the Police Department has to be tied in with the Fire Department because that department is the EOC, and you cannot fund one grant with another grant.

Chief Berube said that in order to apply for this grant, they have to show they have half of the funds, and if they get the grant they will be able to get both projects done for half the cost. He noted that if this grant doesn’t happen, the Police Department will need to have the security system be a warrant article or CIP project for next year.

Chairman Landau pointed out the problems are that the Police Department has an evidence locker that doesn’t have an alarm system other than the exterior of the building; and the Fire Department has an EMS supply closet without an alarm system.

Chief Berube stated that if it is a project the Board is considering, he has the funds in the Police Department budget that can be encumbered. He noted this is a unique opportunity; he would be using funds from a one-time avoided personnel expenditures.

Ms. Lufkin said you cannot do any of the project until the grant is approved. She noted that if the money is not encumbered, you have to prove good faith. Chairman Landau asked when the funds needed to be encumbered. Ms. Lufkin stated the funds needed to be encumbered by September 30, 2017. She explained that when the application is filled out, it does ask you to detail how you are coming up with the match, so you would have to show the Police Department is doing the project.

Chairman Landau and the Board had further discussion about the best way to encumber the funds.

**Vice-Chairman Trask moved to apply for the Emergency Management Performance grant; Selectman Buckley seconded the motion. The vote was four in favor with Selectman Cannon absent; so moved.**

Vice-Chairman Trask added that he would like to add the \$17,380.00 to the list of possible encumbrances to be reexamined in the next couple of weeks. Selectman Buckley agreed with him.

Ms. Lufkin departed the meeting at 8:28pm.

### *3.3 Safety Inspection*

Police Chief Berube remained in front of the Board, providing the Board with a report of a Safety Inspection performed on Wednesday by the Department of Labor. He noted he was a point of contact for the town, and he and Mr. Amato walked around with her while she did the inspection. Chief Berube stated the Town did very well.

Chairman Landau remarked that he understood the biggest concern of the Department of Labor was the need for more eye wash stations. Chief Berube asked Mr. Amato to join him at the table, citing his involvement with the inspection. Mr. Amato noted that they wanted updated eye wash stations. Chairman Landau stated they had ordered 10 new eye wash stations to be placed in every building, costing around \$450.

In response to Vice-Chairman Trask’s question of “where did we shine,” Chief Berube noted the inspector commented that the Town Transfer Station was the nicest she had ever seen. He reported that the Town did very well throughout the whole community with the inspection, noting the inspection was done in all buildings that would house employees. Chief Berube said it is a very detailed inspection, checking for safety. He admitted the Police Department had an issue with the chairs being a liability because they are four-coaster chairs, not five-coaster. He noted that now that he knows of the issue, he will be ordering new chairs.

Chief Berube said the other area of concern for the Safety Inspection was the public contact in different areas. He stated the inspector feels there should be some type of separation between the Public and

266 Town employees.

268 Chief Berube noted the Board will receive a summary of the inspection to review and move forward in the  
270 future.

272 *3.4 Removal of Letters from Town Vehicle*

Chief Berube reported on his task to find out the price to remove the letters (Police Department) from the  
274 Expedition; noting he was quoted \$350 from a local business. He said the \$350 includes the removal of  
lettering and a complete buff and polish to return it to a luster to hide the faded paint.

276 Chairman Landau asked if it had been decided what was going to be done with the vehicle. Discussion  
278 was had by the Board regarding keeping the car or trading in the car.

280 Chief Berube stated the car needs approximately \$3500 worth of work. He noted the trade in for the  
vehicle has been quoted at \$6000 - \$7800.

282 **Selectman Hagan moved to retain the Expedition for the Town as an auxiliary vehicle for  
284 multiple departments to use; Selectman Buckley seconded the motion with the amended  
requirement that the vehicle is not to be automatically replaced. The vote was four in favor  
286 with Selectman Cannon absent; so moved.**

288 Chief Berube stated he will be taking the new vehicle and the Expedition in at the same time; they take  
the parts from one vehicle and put them in the new vehicle. He pointed out that they might not get the  
290 Expedition back until the middle of July. Chairman Landau asked if we could pick up the new vehicle now,  
within the 30 days. Chief Berube noted they would only allow him to take the vehicle within seven days  
292 of July 1, citing Londonderry Ford has a history of late payment with the Town. Chairman Landau noted  
he would follow-up on that claim.

294 *3.5 Chief Bolduc*

296 Fire Chief Bolduc came back before the Board at 8:43 pm. He stated he had been directed to give the  
wish list for encumbrances to Finance Director Smith, which he did, but, was told to take the list to the  
298 Board. He presented the list to the Board. He noted the list included new tires and alignment, and the  
potential to get hooked up to the Town server. Vice-Chairman Trask and Chairman Landau both  
300 commented that Chief Bolduc should go ahead and get the tires done. Chairman Landau noted it is a  
safety issue. Chief Bolduc said he did not have the money in his budget. Vice-Chairman Trask, as well as  
302 other members of the Board, told the Chief to go ahead and buy the tires and they would get money into  
the Fire Department’s account.  
304

306 *3.6 Tony Amato Maintenance Update*

308 Mr. Amato detailed the work being done at Wason Pond. He stated work has commenced on the bath  
house, converting that into a changing house. He noted the cost for that so far is about \$1000. He noted  
310 the electric will be \$500 to \$600. Mr. Amato said some rot had been found in the cottage. Vice-Chairman  
Trask showed pictures on the new television of the work at Wason Pond. Mr. Amato noted the store and  
312 garage have been painted to match the Community Building, and rotted fascia boards and sills have been  
replaced in the cottage. Mr. Amato commented on how helpful the inmate program has been with doing  
314 the work. He expressed that the work at Wason Pond now has the area being well-maintained as the other  
Town buildings are maintained.

316 *3.7 John Colman – Ledge Survey at Great Hill Cemetery*

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Mr. Colman came before the Board at 8:54pm to discuss the ledge survey proposal for Great Hill Cemetery by Hager GeoScience, Inc. He stated Hager GeoScience has given him a proposal to survey an area of the Great Hill Cemetery known for having ledge issues with a quote of estimated fieldwork for the survey of 1 to 1.5 field days, ranging from \$4,100 to \$6,750. Mr. Colman said the survey was necessary to determine what grave sites can be sold, and whether they can be full lots or cremation lots only.

Chairman Landau noted the Board needs to encumber the \$6,750 to have the survey performed at Great Hill Cemetery.

Mr. Colman remained at the Board table; he requested the use of the inmate program to help do work at the Great Hill Cemetery. Vice-Chairman Trask affirmed he would add Mr. Colman to the list for use of the inmate program.

Mr. Colman departed the meeting at 9:07pm.

### 3.8 Compensation Program

Chairman Landau presented a detailed chart of a new compensation program for Town employees on the white board. His plan was shown as follows:

338

Term of employment / Pay Increase	
1-3 years	CPI
4-7 years	CPI (4-1 ½%)
8-11 years	CPI (8-1 ½%)
12-15 years	CPI (12-1 ½%)
16-19 years	CPI (16- 2%)
20-24 years	CPI (20-2%)
25-29 years	CPI (25-2%)

3%  
during  
term

Chairman Landau noted the employee would also be able to earn up to 1-½ % per cycle in merit pay. He reasoned this eliminates issues with when reviews are done, who does employee reviews, and the problem of having to pay back pay. He said with this system, each year a COLA based upon CPI is budgeted for in January, then given in July, creating uniformity.

The Board discussed the compensation plan proposal.

Chief Berube joined the discussion, noting this program will not work effectively for the Police Department.

Much discussion was had with the Board and Police Chief Berube regarding the compensation plan proposal. The Board agreed to discuss the program further. Chief Berube stated he is going to work on a compensation plan that will work more effectively for his department.

### 3.9 Molly Qualters – Employing Directly Through the Town of Chester

Chairmen Landau brought to the attention of the Board as a consideration the option to “buy-out” Ms. Qualters from Staff Hunters, making her a permanent part-time employee of the Town of Chester as recording secretary. Ms. Qualters said she is amenable to this option. The Board agreed they would move forward depending on the cost to “buy-out.”

## IV. Selectmen’s Business

### 4.1 Roundtable

364

*Vice-Chairman Trask:*

- 366       • Vice-Chairman Trask noted a notice from the IRS initiating a change in the health insurance options  
368       to employees, offering more flexibility to the employees. He explained the Board needs to agree  
368       or disagree with the following: adopt a mid-year revocation of the health insurance:  
370             a. in the event hours of service fall below 30 hours/week,  
370             b. eligibility for enrollment in a qualified health plan through the marketplace.

372       **Selectman Hagan moved to agree with the change to the Health Insurance options;**  
372       **Selectman Buckley seconded the motion. The vote was three in favor with Chairman Landau**  
374       **abstaining and with Selectman Cannon absent; so moved.**

376       *Selectman Buckley:*

- 376       • Selectman Buckley discussed moving forward to get the pipes/lines fixed to the tanks per the  
378       warrant article.

380       **Vice-Chairman Trask moved to sign the contract to get the pipes/lines fixed as per Warrant**  
380       **Article 19; Selectman Buckley seconded the motion. The vote was four in favor with**  
382       **Selectman Cannon absent; so moved.**

384       *Selectman Hagan:*

- 384       • Selectman Hagan noted the Spaghetti Dinner this Saturday at the MPR 5:30 – 7:30.

386

*Chairman Landau:*

- 388       • Chairman Landau reminded the Board the Boy Scout yard sale is the following Saturday.

390       **V.       Adjournment**

392       **Vice-Chairman Trask moved to adjourn the meeting; Selectman Hagan seconded the motion.**  
394       **The vote was four in favor with Selectman Cannon absent; so moved.**

394

The meeting was adjourned at 9:51pm.

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398       Respectfully Submitted,

400       C. Molly Qualters